The City's Permit Office is here to help ensure that your project goes smoothly. This brochure is intended to give you a general overview of what you need to obtain a permit. Some applications may require more in-depth analysis. You can come in and talk to our City Building and Zoning staff during business hours at City Hall, 30 Church St., Room 121B, or reach them at 585-428-6526.

Julio Vázquez Sr Commissioner of

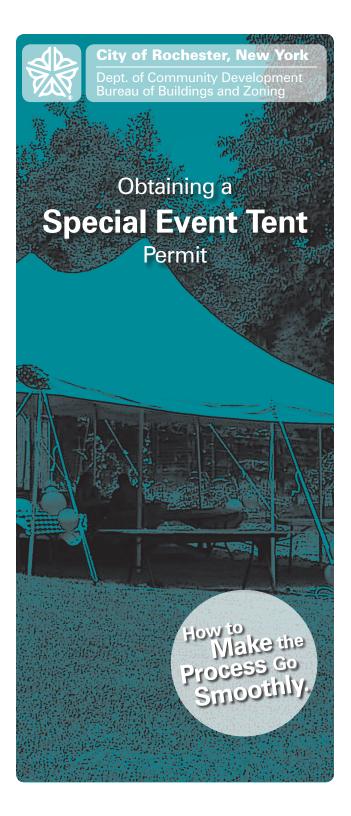
Community Development



Department of Community Development Bureau of Buildings and Zoning City Hall, Room 121B 30 Church Street Rochester, New York 14614











Apply for a Permit:

- Tents smaller than 400 ft. do not require a permit.
- Provide the name, address and phone number of the property owner, the permit applicant and, if applicable, the contractor and/or plan preparer.
- Provide a project description including the size and location of tents and cooking equipment.

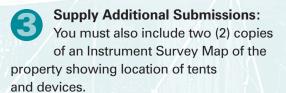
- If the contractor is a homeowner or individual contractor without Workers' Compensation Insurance, a Workers' Compensation waiver must be submitted.
- If the contractor has employees, a Certificate of Workers' Compensation Insurance, naming the City of Rochester as the certificate holder, is required.

You can obtain these forms at the Permit Office.



Follow Through with Application Requirements:

- Ensure that final inspection immediately upon installation is performed.
- Ensure that all work is performed as per the plans submitted with the permit application; and that no damage or encroachment occurs to adjacent property during construction.



• Flame Spread Certificate for tent material.



Pay the Required Fees:

The fee for your permit is \$100.00 per property.

Helpful Information:

- Contact the Division of Fire Safety at 428-7037 if cooking facilities will be located inside the tent.
- The Division of Real Estate must approve all events taking place on city-owned parcels, call 428-6951 for more information.
- In no case shall any supports (i.e. poles, cables, stakes, ropes) extend over the lot line or public right-of-way.
- Temporary electrical service will require a separate electrical permit. Call 428-6526 for more information.
- Call 428-6526 with any questions during the planning stages.
- The City's TTY number is 428-7600.
- Metered parking is available on N. Fitzhugh St. adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall.

Department of Community Development Bureau of Buildings and Zoning

City of Rochester Permit Office City Hall, 30 Church St., Room 121B Rochester, New York 14614

9:00 am - 4:45 pm

Questions? Call 3II

www.cityofrochester.gov